



**ROOM RESERVATIONS at the  
Amesbury Senior Community Center (SCC) for  
For AMESBURY CITY MEETINGS**

*Updated 2021-08-31*



68 Elm Street, Amesbury, MA 01913

Phone: 978-388-8138

Rooms may be reserved for **Amesbury City meetings** at the SCC for after 4 PM and on weekends.

Please leave a message or a copy of this application for Donna Scott, Administrative Assistant.

Call: 978-388-8138 ext. 539, or email: scottd@amesburyma.gov.

**Fill in the boxes to request a room. List multiple dates in margin, if needed.**

	Location	Meeting or Event Date	Time Requested (start time to end time )	Frequency (one time; 1 <sup>st</sup> Monday of Month)
1 <sup>st</sup> Fl - Rm. 117	Provident Room (Great Room)			
1 <sup>st</sup> Fl - Rm. 125	Library / Lounge			

Applicant/Organization:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

**Please comply with all of the following for use of the room:**

1. The earliest a space can be available is Monday - Friday after 4pm. Space is also available on weekends between 10 AM and 8 PM.
2. It is your/your organization's responsibility to schedule a time to tour the facility, learn how to lock and unlock the building, and how to use any equipment. You must schedule this appointment no less than one week before use. We cannot accommodate walk-ins.
3. Keys may be signed out, by appointment, the day of the event or the Friday before a weekend event during our open hours of 8 AM and 4 PM Monday through Friday.  
The Center is closed on holidays.
4. As a courtesy to the cleaning crew and their schedules, please use ONLY the room you were assigned to when your reservation was made.
5. The doors to the building must be locked within 15 minutes of the beginning of your event or meeting. For reasons of security, the building cannot be left open while your event or meeting is in session.

*(continued)*

6. **The room must be left neat and orderly and in the same condition as it was found.** All trash must be placed in the dumpster outside in the parking lot. Please wipe down tables and chairs after use.
7. **PLEASE respect the space. After your meeting, RETURN THE TABLES AND CHAIRS TO THE CONFIGURATION THEY WERE IN WHEN YOU ARRIVED.** Our events are closely scheduled and often the room is set up the night before for an activity early the next morning. Amesbury's seniors are sharing it with you and use it daily at 8 AM.
8. Supplies are purchased by the Friends of the Council on Aging, not the city. Please do not use any stored food or beverages found in the building.
9. City staff are not available to set up or breakdown the space for you. That is the responsibility of your group. Reservations must be made in advance and time should be allowed for you to set up and breakdown for your event.
10. Nothing may be attached to the walls or space or outside the building without permission.
11. Any damage must be reported promptly.
12. The catering kitchen is **NOT AVAILABLE** for use.
13. No use of private office space is allowed.
14. No smoking or alcohol is allowed.
15. **The SCC must be opened and closed properly.** Doors must be properly unlocked and locked. Projectors, smart boards, and speaker systems may be used if requested and trained upon prior to use. To be trained on the use of the equipment, call us to set up an appointment a week before your event.
16. When you leave all windows must be closed; air purifiers & lights must be turned off. Blinds should be left open for security checks by the police.
17. There will be no access to the second floor of the building. Everyone must be out of the building no later than 9 PM. The security alarm automatically activates at 10 PM.
18. The individual or group using the SCC indemnifies the City of Amesbury /MVRTA for any action that may take place in the use of the SCC or ancillary facility including lobbies, public areas, and parking lots. The City of Amesbury/MVRTA will not be responsible for injury to person/property while the individual/group uses the SCC or grounds.
19. After hours facility emergency, please contact Doreen Arnfield at 603-231-2974.